

13 FAM 900

EXTERNAL TRAINING PROGRAMS

13 FAM 910

GENERAL INFORMATION

(CT:TPD-001; 05-20-2004)
(Office of Origin: FSI)

13 FAM 911 Scope

(CT:TPD-001; 05-20-2004)
(State Only)
(Applies to Foreign Service and Civil Service Employees)

a. To encourage employees to enhance their professional qualifications, the Department *may* pay tuition (subject to the availability of funding and within prescribed limits) for approved after-hours study in the United States and abroad and funds participation in approved training programs, including correspondence courses, conducted by other U.S. Government agencies or by non-U.S. Government organizations.

b. To facilitate this training, the Department, through the FSI, operates the External Training Program.

c. Tuition can either be funded centrally from the External Training Program or from an employee's bureau of assignment.

13 FAM 912 Information about Programs

(CT:TPD-001; 05-20-2004)
(State Only)
(Applies to Foreign Service and Civil Service Employees)

a. Employees seeking to identify suitable external training opportunities may direct inquiries to the External Training Program, Office of the Registrar, FSI, or to their bureau and/or post training officer. Inquiries should be specific about the type and level of training desired.

b. Employees also may find it useful to contact educational institutions and U.S. Government agencies for catalogs and other information about training programs available outside the Department.

13 FAM 913 General Limitations

(CT:TPD-001; 05-20-2004)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Training is subject to the availability of funds.
- b. Students who withdraw from an external training program for other than officially-approved reasons, who fail to complete training satisfactorily, or who voluntarily terminate their employment before completing training, are required to pay the cost of the training.
- c. All training must be approved and funded prior to enrollment. No reimbursement will be made for training costs after training has begun or been completed.
- d. Fees for extension of time in correspondence courses are the responsibility of the employee.
- e. Tuition costs may not be split. An employee cannot pay part of the course costs and the bureau or FSI pay the remainder, nor may a bureau pay part, and FSI pay the remainder.
- f. The External Training Program does not fund conferences and seminars, although bureaus and/or posts may. Requests must be submitted through the External Training Program.
- g. Requests for external training will not be approved if similar training is available at FSI.
- h. The U.S. Government does not fund training to obtain an academic degree except for certain shortage occupations, or if the degree is merely an incidental byproduct of the training.
- i. The Department has the authority to require employees to agree to continue in service for specified periods of time as a condition of authorized training.

13 FAM 914 Limitations on After Hours Study

(CT:TPD-001; 05-20-2004)

(State Only)

(Applies to Foreign Service and Civil Service Employees)

- a. Courses offered for credit must be taken for credit, and noncredit courses are approved only in exceptional cases.

b. The Foreign Service Institute's External Training Program does not pay for books and registration fees. Bureaus, however, may decide to fund these costs separately out of their own budgets.

c. After-hours language study may be authorized in cases when extraordinary justification exists to provide language training at local educational institutions.

13 FAM 915 THROUGH 919 UNASSIGNED